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6.2.1 - The institutional Strategic/ perspective plan is effectively deployed


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Our organization holds a steadfast commitment to democratic principles. Consequently, the administration of the institution is characterized by decentralization and participatory governance.

Perspectives on Strategic Objectives

- To maintain consistently high levels of academic performance.
- To devise and execute a proficient teaching-learning framework.
- To foster a culture of research among faculty and students.
- To establish a thorough student mentorship and support system, as well as to ensure transparency in the student evaluation process.
- To educate and empower faculty regarding emerging trends in their respective fields to facilitate academic growth.
- To offer a courteous, efficient, and exemplary administrative organization that guarantees fluid daily operations.

Deployment Methodology

The exploration of the IQAC deployment strategy plan, specifically the NAAC method, is currently underway. The primary objectives of this procedure are as follows:

1. Upholding rigorous quality standards in higher education.
2. Contributing to national development.
3. Cultivating essential competencies among undergraduate students.


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4. Fostering a robust value system among learners.
5. Leveraging Information and Communication Technology to enhance teaching and learning processes.
6. Promoting the development of research-informed instructional and learning materials for faculty and students.
7. Emphasizing a strategic approach to institutional deployment.
8. Improving infrastructure and ensuring accessibility.
9. Recruiting exemplary teaching staff who embody and contribute to the NAAC-prescribed criteria to the fullest extent possible.
10. Enhancing access to academic, research, co-curricular, and extra-curricular activities; fostering a rigorous culture of performance with substantiated evidence; augmenting access to ICT infrastructure; permitting academic independence and flexibility while overseeing university affiliation and NAAC compliance procedures; establishing document-driven processes aligned with the academic calendar, examination schedules, workload assignments, and resource allocation documents, alongside pertinent event and action timelines; promoting self-regulated management that values event performance and accommodates vacations and leaves; differentiating and identifying the nature of teaching and non-teaching events and activities, in addition to their contributions.

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LIST OF COMMITTEES AND INCHARGES

S.NO	COMMITTEE NAME	NAME OF THE INCHARGE
1	GOVERNING BODY COMMITTEE	Dr.A.Srinivas
2	FINANCE & PURCHASE COMMITTEE	P. Govardhan Reddy
3	ACADEMIC COORDINATION COMMITTEE	P. Govardhan Reddy & Dr.K.Mohini
4	RESEARCH & DEVELOPMENT CELL	Dr.K.Mohini
5	PLACEMENT & CAREER GUIDANCE CELL	Dr.K.Mohini
6	DISCIPLINARY COMMITTEE	Dr.A.Srinivas & I.Rajeev
7	WOMEN WELFARE & REDRESSAL COMMITTEE	K.Anitha & P.Sunitha
8	ANTI RAGGING COMMITTEE	Dr.A.Srinivas
9	LIBRARY COMMITTEE	HODs & B.Mahesh
10	SPORTS & GAMES COMMITTEE	R.Pruthviraj
11	INDUSTRY-INSTITUTE INTERACTION CELL	Dr.K.Mohini
12	EXAMINATIONS CELL	Md. Ismail
13	IQAC CELL	P.Govardhan Reddy
14	MAINTENANCE COMMITTEE	P.Sunitha
15	ANTI DRUG ABUSE COMMITTEE	Dr.A.Srinivas & P.Govardhan Reddy
16	STAFF WELFARE COMMITTEE	Principal & HOD
17	SC/ST CELL	I.Rajeev
18	INTERNAL COMPLAINT COMMITTEE	K.Anitha & P.Sunitha
19	GRIEVANCE REDRESSAL CELL	Dr.A.Srinivas
20	CULTURAL CLUB	I.Rajeev
21	EXTERNAL AFFAIRS & HOSPITALITY COMMITTEE	P.Govardhan Reddy & Md.Ismail


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NAME OF COMMITTEE	MEMBERS	RESPONSIBILITIES
GOVERNING BODY COMMITTEE	Dr.A.Srinivas, A.Prabhakarreddy, P.Govardhan Reddy, Dr.K.MohiniK.Anitha	1. To review important communications, policy decisions or any other similar notices received from the University, Government or other authorities 2. To pass the annual budget of the college and review the audited statements of accounts of the college. 3. To review the faculty & non-teaching positions of the college. 4. To review the progress of accreditations, admissions, new courses introduced, student performance and all other developmental activities of the college 5. To discuss any other activities for developments and efficient running of the college such as MoUs, Collaborations etc.
FINANCE & PURCHASE COMMITTEE	P. Govardhan Reddy, Dr. A.Srinivas, P.Sunitha, S.Ravinder, S.Amarnath	1. To prepare annual budget of the college 2. To prepare the audit statements of accounts of the college 3. To prepare and discuss the purchase proposals in governing body meetings 4. To estimate tuition fee, student



		expenses fee to be collected and preparation of schedule of fee payment. 5. Obtaining and verification of quotations for the purchase of stationary, equipment, furniture and others. 6. Ensure that expenses incurred have budgetary provision 7. Maintenance of relevant records and bank transactions
ACADEMIC COORDINATION COMMITTEE	P. Govardhan Reddy, Dr. A. Srinivas, Dr. Dr. K. Mohini I. Rajeev, Md. Ismail, K. Anitha	1. To plan and arrange the teaching requirements for successful completion of academic programs of the college and supervising the same periodically. 2. To facilitate promotion of research environment in the college through collaboration and corroboration among faculty. 3. To plan & execute the overall academic growth of the college by making recommendations to the Governing Body, wherever necessary 4. To help in collaboration of college with other academic institutes and industry 5. To implement the academic schedules



		as per JNTUH almanac 6. To focus on present and future best academic practices in the college
RESEARCH & DEVELOPMENT CELL	Dr.K.Mohini Dr.A.Srinivas, I.Rajeev, , A.Priyanka	1.To create enthusiasm amongst students and faculty members towards research and innovation in our college and motivate them to publish research in reputed peer reviewed journals 2. To organize regular seminars and workshops and FDPs on emerging trends and technologies with a special focus on research innovations 3.To summarize the research and development information at the Institute level for each academic year and maintain the data 4.To motivate the faculty members of the group for R&D activities in the area of their specialization and assist them in applying for getting funds from various funding agencies such as UGC, DST etc. 5. To ensure smooth functioning and effective Management of R & D at the institution.
PLACEMENT & CAREER	Dr.K.MohiniDr.A.Srinivas, P.Govardhan reddy, ,	1. To conduct programmes oriented towards career development,

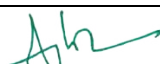


GUIDANCE CELL	B.Mounica	communication skill development, and personality development and placement opportunities in our college. 2.To create awareness about employment opportunities and enhance the employability skills of the students by conducting pre placement trainings activities includes resume writing, mock aptitude tests, group discussion, mock interviews and tips to face interview. 3. To bridge the Academic-Industry Gap by conducting trainings and workshops by Industry Professionals, to orient the students towards good corporate placements. 4. To provide a guidance to our students on higher education opportunities like study in abroad 5.To maintain the track record of students employed in various fields from the institute
DISCIPLINARY COMMITTEE	Dr.A.Srinivas, P.Govardhan reddy, Dr.K.Mohini I.Rajeev,	1.To make the rules & regulations and enforce strict discipline within the college campus 2. To make the students and faculty aware about disciplinary requirements and implement the same to protect the college from indiscipline students 3.To take disciplinary action against any of the misconduct in college campus



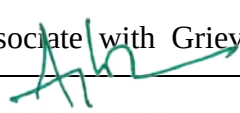
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		4.To assist the college anti-ragging committee in preventing ragging in the College and to spread anti-ragging campaign throughout the student's community.
WOMEN WELFARE & REDRESSAL COMMITTEE	K.Anitha P.Sunitha V.Amulya A.Sujatha A.Priyanka	1.to empower girl students, to address all issues related to women and to make the college campus a safe place for female students and faculty members. 2.to motivate, empower women and secure feminine gender 3.To prevent sexual harassment, eve teasing and to promote general well-being of female students, teaching and non-teaching women staff of the college 4. To organize health awareness program, seminars, workshops, solves issues and complaints related to women and counsel them. 5.To guide about Women Welfare Laws
ANTI-RAGGING COMMITTEE	Dr.A.Srinivas Dr.K.Mohini P.Govardhan reddy I.Rajeev, K.Anitha	1. To root out ragging in all its forms from the College by preventing its occurrence by following the provisions of these regulations and punishing those who indulge in the same despite of 'prohibition and prevention'. 2.To consider the recommendations of the Anti-ragging Squad and take


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		appropriate decisions, including spelling out suitable punishments to those found guilty. 3.To review the efforts to publicize anti-ragging measures, cross-verify the receipt of undertaking from students and their parents/guardians every year and should facilitate the implementation of antiragging measures. 4.To make surprise raids on class rooms, laboratories, buses and other places vulnerable to incidents and having the potential for ragging. 5.To conduct an on-the-spot enquiry into any incident of ragging referred to it by the faculty or student or parent or guardian, as the case may be: and the enquiry report along with recommendations shall be submitted to the Head of the Institution for action. 6. To conduct anti-ragging campaigns in the form of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging. 7.To offer services of counseling and create awareness to the students and associate with Grievances & Redressal
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		committee and help in anti-ragging activities.
LIBRARY COMMITTEE	Dr.A.Srinivas Dr.K.Mohini P.Govardhan Reddy Ch.Bhanusudha	1.To prepare the list of books / references as per the requirement of all clases. 2. to guide the librarian in formulating general library policies and regulations which govern the functions of the library 3.To suggest improvements to run the library smoothly, orderly and satisfactorily. 4.To recommend e-journals and e-resource subscriptions. 5.To monitor the effective utilization of library, digital library and e-resources. 6.To work towards modernization and improvemnt of library and documentation services
SPORTS & GAMES COMMITTEE	Dr.A.Srinivas I.Rajeev	1.To plan the methods which encourage students and faculty to utilize sports and games facilities available in the college 2.To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit. 3. To Plan & organize the Sports activities in the college, on different occasions, by encouraging the students for active participation including inter



		college sports meet, state and national level competitions. 4. To take up the responsibility of preparing the budget estimate, requirement of infrastructure equipment, maintaining the material and play fields. 5.To maintain record of sports and games events attended by students within the college, university and outside of the region/state.
INDUSTRY- INSTITUTE INTERACTION CELL	Dr.K.Mohini Dr.A.Srinivas P.Govardhan Reddy I.Rajeev A.Priyanka	1.To plan industrial visits, Internship Training for the students in various Industries 2. To arrange guest lectures and workshops form Industry experts to enhance the student knowledge to match with the recent trends in technology. 3. To assist the Training and Placement Division. To Assist in bringing the research projects from industry. 4. To maintain the records for all the activities realted to projects,industrial visits, trainings, lectures, seminarts etc.
EXAMINATIONS CELL	Md. Ismail Dr.A.Srinivas P.Nagaraju	1.To serve all examination notices received from University to all students & faculty



	A.Shirisha	2.To prepares circulars for students regarding exam fee collection, the last date of fee collection and modalities of payments of fine etc. 3. To conduct both internal and external examinations as per the academic calendars issued by University by circulating notices well in advance. 4.To assign invigilation duties to staff members 5. To prepare and maintain both internal and external examinations marks registers and also to submit the necessary marks statements at the University from time to time. 6.To announce the results issued by University and guide the students for applying to revaluation or for reappearing the examination as per the University examination notification. 7.To sestrict confidentiality is maintained and monitored for the conduct of both internal and external examinations. 8.Toaddresses grievances of administration, faculty, staff and students on all examination related issues.
IQAC CELL		1.Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and

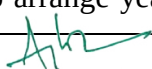


		dissemination of best practices 2.To develop quality benchmarks/parameters for various academic, administrative and financial tasks of the institution 3.Documentation of the various programmes/activities leading to quality improvement 4.To Optimize and integrate the modern methods of teaching and learning.
MAINTENANCE COMMITTEE	P.Govardhan Reddy Dr.A.Srinivas P.Sunitha A.Sujatha V.Amulya	1.To take care of operation and maintenance as well as upkeep of the facilities in the premises of the college. 2.To prepare reports related to the damage/lost material, repair work, or additional material installed in the labs, offices, other facilities and informed to the authority. 3.To estimate the quantum of annual maintenance every year and get approval of the same for execution of the work 4.To regularly review the condition of the campus building, ground, utilities



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		and other infrastructure to ensure their adequacy and respond quickly and appropriately to maintenance emergencies
ANTI DRUG ABUSE COMMITTEE	Dr.A.Srinivas A.Prabhakar reddy Dr.K.MohiniP.Govardhan reddy P.Sunitha I.Rajeev	1.To ensure a drug-free campus by imposing a total ban on the possession or consumption or use of drugs and alcohol by students of the college, within or outside the campus 2. To organize awareness programs in the college with the help of government authorized agencies/organizations and educating the students regarding the ill effects of drugs and alcohol, encouraging peer policing among students against the use of drugs 3. To report any noticed use of drugs by the students to the students welfare officer and parents.
STAFF WELFARE COMMITTEE	Dr.A.Srinivas, P.Govardhan reddy, Dr.K.Mohini, I.Rajeev,	1.To formulate the welfare policy to ensure the well-being of the staff which in turn will enrich the quality of the staff 2.To build a healthy working environment and foster good relationships among the staff 3.To plan and organize regular programs and activities for the development of faculty and administrative staff 4.To arrange yearly health check up and

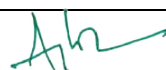

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		medical facilities for all the teaching and non teaching staff 5.To organize staff motivational and recreational activities such as Felicitations, Picnics, and so on.
SC/ST CELL	I.Rajeev Dr.A.Srinivas Dr.K.MohiniMd.Ismail	1.To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively. 2.To aware of the SC/ST students regarding various scholarships program of State Govt. and UGC. 3.To ensure protection and reservation as provided in the constitution of India. 4.To ensure provisions for an environment where all such students feel safe and secure especially caste dicrimination 5.To arrange for special opportunities to enhance the carrier growth.
INTERNAL COMPLAINT COMMITTEE	K.Anitha P.Sunitha V.Amulya A.Sujatha A.Priyanka	1.To prevent sexual harassment at our college. 2.To prevent discrimination and sexual harassment against girls by promoting gender amity among students and employees



		3. To make recommendations to the management for changes/elaborations in the Rules for students in the Prospectus and the Bye-Laws, to make them gender just and to lay down procedures for the prohibition, resolution, settlement and prosecution of acts of discrimination and sexual harassment, by the students and the employees 4.To promote a social and psychological environment to raise awareness on sexual harassment in its various forms 5.Deal with cases of discrimination and sexual harassment against women, in a time bound manner, aiming at ensuring support services to the victimized and termination of the harassment
GRIEVANCE REDRESSAL CELL	Dr.A.Srinivas A.Prabhakar Reddy P.Govardhan Reddy Dr.K.Mohini P.Sunitha K.Anitha	1.To accept written grievances from students and staff related to the system. 2.To create and implement a mechanism to handle the reported grievances. 3.To forward the findings to the Management if necessary for further action. 4.To listen, record and scrutinize the grievances submitted to them by the





		Staff and Students and take necessary steps immediately. 5.To attend to the grievances based on the authenticity and gravity of the criticisms made. 6.To represent the grievances to the concerned section which may include maintenance, transport, academic, amenities etc. 7.To convene periodical meetings to discuss whether the grievances have been settled. 8.To make a follow-up of these matters at regular intervals till their final disposal. 9.To maintain strict confidentiality, if necessary.
CULTURAL CLUB	I.Rajeev Dr.A. Srinivas Dr.K.Mohini	1. To provides innumerable opportunities for the students to exhibit their skills and talents by conducting intra and inter collegiate cultural events in the College. 2.To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.) 3. To prepare budget for all cultural events and take necessary steps for its approval. 4.To prepare and maintain records of all cultural activities.



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		5. To arrange various cultural programmes (fresher's party, college annual day, etc.).
EXTERNAL AFFAIRS & HOSPITALITY COMMITTEE	P.Govardhan Reddy Dr.A.Srinivas A.Prabhakar reddy Md.Ismail P.Sunitha	1. To address issues concerning students with the University. 2. To receive the inspectors and provide the facilities ex. PCI, AICTE, NAAC etc. 3. To receive the external examiners for the exams and provide the facilities 4. To deal any other activities outside about the institute with consent of college authority 5. To provide the necessary faculties for any guests from outside of the college


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Strategy Development and Deployment

Quality Policy

The quality policy of the college is engaged in imparting quality education and training to prepare responsible or effective nation building. The institute strongly believes that to reach the positions as stated in Vision and Mission statements, the human resources is the prime factor amongst the other resources. In the present scenario of liberalization and highly competitive world, to become a world class institute one has to bestow the end-use with the best possible service. The various performance indicators like pass percentage, input ranks, placement, achievements in co-curricular activities of students and the faculty will be critically analyzed each semester/year and reviewed.

Review

Successful implementation of the processes is mentioned at various levels by evaluating the student's performance by teachers, teacher's performance by HOD and HOD's performance by the principal. The coordinator of IQAC in the various monitoring processes also helps in the review process.

Prospective plan of the Institution

The institution plans the expansion and up gradation of infrastructure, modernization of existing facilities, research and development and adoption of new courses. The principal and Heads of the departments, plan the academic activities, MoUs, Innovations in teaching and learning process etc. the institute is striving hard

For

- NACC accreditation
- NBA accreditation.
- More number of MoUs with industries improving the Industry Institute relationship.

Quality Improvement Strategies

- Teaching & Learning
- Research & Development
- Community Engagements
- Human Resource Management Industry Interaction

Teaching & Learning

- ✓ Provision of State-of-the art learning resources in Central Library & Information


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Centre and depart libraries

- ✓ Ergonomically designed classrooms with networking facility provision of e - classroom
- ✓ Development of student support materia
- ✓ Organization of Remedial classes
- ✓ Delivery of Add-on-courses
- ✓ Conduct of pre-placement training classes and campus connect programmers
- ✓ Structured course files and lab manuals on all courses
- ✓ Academic audit
- ✓ Continuous improvement of resources

Research & Development

- ✓ Academic audit
- ✓ Continuous improvement of resources
- ✓ Research & Development
- ✓ Formulation of Research committee
- ✓ Allocation of budget for in house R & D
- ✓ Incentives and rewards for publications/research
- ✓ Financial assistance to students for making working models.

Community Engagement

- ✓ NSS activities
- ✓ Blood Donation
- ✓ Free medical Camps
- ✓ Plantation
- ✓ Street lights
- ✓ Providing infrastructure

Human Resource Management & Transparent policy document

- ✓ Transparent and scientific way of selections
- ✓ Imparting related training
- ✓ Formulation and communication of policies of the college
- ✓ Support for academic advancement
- ✓ Systematic performance appraisal system and guidance to the people concerned
- ✓ Systematic promotion policies
- ✓ Democratic way of administration with participative management

Industry interaction

- ✓ MoUs'



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- ✓ Organization of industrial tours
- ✓ Deputing faculty and staff for industrial training
- ✓ Guest lectures by the experts from industry

Bridge between the Top Management and Stake holders

The Principal initiates dialogue and discussion with various stakeholders through different committees, Cells/Clubs/Associations, Alumni and Parents and conveys the management about the feedback, views and sentiments of the stakeholders for effective decision-making. The Principal interacts with Students, Alumni, and Employers. Community, Academic peers, Industries and Parents.

Feedback from students

In the semester, for each course, students' feedback is taken in a structured format consisting of major parameters pertaining to teaching- learning process. This feedback is collected by a faculty member, who does not handle the particular class. To ensure free and fair response, The responses are subject to Data Processing and the results are analyses by the HODs and the Principal, and the feedback is communicated to the faculty members concerned wherever necessary, for any remedial action and improvement.

Students feedback on value added programmes conducted (for example guest lectures, seminars, employability camp, etc.) is owned at the end of the programming by distributing suitable questionnaire, Based on their response, necessary changes are suitably planned in organizing such events.


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Feedback from Alumni

The Placement & Training Cell co-ordination with the faculty members in charge from each department to the task of collecting feedback from alumni. The departments have created group e-mail ids/ whatsapp groups in which one or two of the faculty members have joined as members. This arrangement facilitates regular interaction with the alumni and helps the department to understand their progress and obtain necessary feedback at the central level. The Placement and Training Officer co-ordinates the annual alumni meet and alumni association related activities, On completion of course, program outcomes attainment is collected from the graduates.

Employers' feedback

The In-charge of Training and Placement Cell is continuously in contact with the organizations in which students are placed. The feedback is opinioned through the telephonic conversation and personal discussion with the HR Personnel and other senior officials of the organization and also through collection of details by sending a structured questionnaire. Feedback is also obtained by the alumni from their employers and sent to the departments.

Community feedback

The NSS Unit of the college has been actively involved conducting awareness programmes in rendering services such as Environmental Protection, General Safety. Further, blood donation Health. First Aid and fundamentals to rural children camps, literacy campus and teaching computers.

Committee meetings information, Resolutions passed with respect to development plans

The members of Governing body discussed the above issues and suggested to resolve the following issues:


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1. Governing Body Council members reviewed the deliberations made on various issues in the previous meeting and actions or improving the function of the college.
2. Orientation programme for first year students for every year admitted batch is planned tentatively after admissions.
3. Governing body Council members discussed progress of accreditation process.
4. Review of existing research related practices was done and suggestions were given for industry interaction activities, Internship and encouraging students to go for real time academic projects.
5. It was discussed about improvement of existing lab resources for all branches. In this regard it was proposed for modernization of labs with emerging technologies.

How are the feedbacks used for significant changes in the curriculum?

The feedback from the students helps to understand the merits and weakness in the teaching learning process and to take remedial measures like arranging guest lectures, special classes and industrial visits.

The feedback from the alumni and employers helps to understand the current industry needs and practices which can be passed on to the students to make them readily employable. The Head of the institution interacts with management very frequently. The head of institution appraises the management as he receives the feedback from parents, alumni, industry. Teachers, students and the public with regards to the teaching quality.

Curriculum, extracurricular activities and infrastructural demands. In the meetings with Board of Governors the information gathered from different sources are discussed with the participating members. After thorough discussion and deliberations the existing facilities and



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activities of the institution are reviewed and decisions are taken for their implementation after going through the available resources and modalities. The decisions taken and activities of the institute communicated to stakeholders within college through Circulars and external stakeholders through college website and news letter published.

Management Council

Governing body List

S.NO	NAME OF THE MEMBER	DESIGNATION
1	A.Prabhakar reddy	Chairman
2	Dr. A.Srinivas	Principal
3	Dr. Chathrapathi Sahu	Univ. Nominee
4	Dr.K.Mohini	Member
5	Md.Ismail	Member
6	P.Sunitha	Member

Strategic Plan 2023-24

Approved by the Governing Body of the college Dated 25-03-2024.

The management is happy to note that we have added additional courses approved in the PG Programmes. Keeping in view of demand for the pharmacy course and development plan of the institute after detailed discussion the Governing Body approved the following next ten years i.e, from 2023-24

2023-24	2024-25
Alumni	Digital payments
One class room in each department	Skill India Digital Hub
Women welfare cell	Student motivational/ empowerment cell
Industry collaborative projects (R&D)	Model Pharmacy
Grievance Redressal committee	IPA Cell
Anti Ragging committee	NBA Accreditations process


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Code of Conduct and Service Rules December 2024

Rev.No.	Revision Date	Details of Revision	Proposed by	Approved by	Signature
1	4-9-2023	Rules Reviewed	Principal	Secretary	
2	25-3-2024	Covid Privileges Included	Principal	Secretary	


PRINCIPAL
UNITY COLLEGE OF PHARMACY
RAIGIR (V), BHONGIR (M),
YADADRI BHONGIR (DT)



(Approved by AICTE, New Delhi & Affiliated to JNTU Hyd.)
Raigir (V), Bhongir (M), Nalgonda (Dt.), Ph : 08685 - 645450, 200143, Fax : 91 - 40 - 24331533

CODE OF CONDUCT AND SERVICE RULES

1. ABOUT THE COLLEGE

Unity College of Pharmacy was started in 2007 by Samaikya Education Society to impart quality education to pharmacy students coming from rural areas and equip them with the necessary competencies to meet the growing global demands of the pharmaceutical industry, academia, research, and patient care areas.

The college is located at Raigir, Yadadri-Bhuvanagiri district, Telangana state and situated on Hyderabad - Warangal National High Way No.163 and placed in 12....acres of lush green serene environment.

The college is approved by the Pharmacy Council of India (PCI), New Delhi and is affiliated with Jawaharlal Nehru Technological University (JNTU), Hyderabad. The institution offers a Bachelor's degree in Pharmacy (B. Pharm) and Master's degree in Pharmacy (M. Pharm) in the specialization of Pharmaceutics and Pharmaceutical Analysis.

Detailed address and management members furnished below

Website Address: <http://www.unitycolleges.co.in>

E-mail: admissions@unitycolleges.co.in

Phone Number: 086852 93733, 088855 80054

Name of the member	Designation
Mr. A.Prabhakar Reddy	Chairman & Secretary
Mr. P.Govardhan Reddy	Director


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VISION AND MISSION OF THE COLLEGE

Vision

To deliver the highest quality standards setting pathways for next generation leaders by transforming professional enrichment education.

Mission

Our Mission is to combine the wisdom and culture of the Indian Education system by nurturing and supporting basic education collectively with the rationale of the Globalized Industry through case studies , industry tours and live projects, in order to provide our students with the wisdom required to achieve great success in any endeavor

Quality of the Policy

"Dedicated to impart quality pharmacy education and training leading to "Degree in Pharmacy" and aims at being a global education and research institution through continual improvement and effectiveness of the quality system".

Important contact numbers

S.NO	NAME	DESIGNATION	CONTACT NUMBER
1	Dr.A.Srinivas	Principal	9963266004
2	Dr.K.Mohini	Vice-Principal	9951098762
3	Mr. A.Prabhakar Reddy	Chairman& Secretary	9866247599
4	Mr. Md.Ismail	In charge of Examiantion	9959905123
5	Mrs.A.Priyanka	Incharge of Scholarship section	6304412155


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Code of Conduct Committee

Code of Committee for the academic year 2023-24 is mentioned below as per Secretary circular No.dated 23rd June,2023

S.NO	NAME	DESIGNATION
1	Dr. A.Srinivas	Principal
2	Mrs. P.Sunitha	Administrative Officer
3	Dr.K.Mohini	Member
4	Mr. P.Govardhan Reddy	Member
5	Mr. I.Rajeev	Member
6	Mr. S.Amarnath	Member
7	Ms. M.Nandini	Member
8	Mr. R.Saikrishna	Student
9	Ms. G.Madhavi	Student
10	Ms. G.Sahithi	Student

Courses Offered at Unity College of Pharmacy

UG COURSES	PG COURSES
B.Pharmacy	M.Pharmacy (Pharmaceutics)
	M.Pharmacy (Pharm.Analysis)


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CONDUCT RULES

These conduct rules apply to all employees, whether on probationary or on permanent service of Unity College of Pharmacy (UCP), Raigir. The Disciplinary Authority shall follow these rules to guide the employees. Leave rules are framed based on the directions given by the state government or JNTUH. All faculties should obey the rules and regulations of the institution. Any deviations of these rules by the faculty are seriously viewed and the college administration may initiate disciplinary proceedings for non-compliance of these rules.

Conduct Rules: Every employee shall be governed by the following code of conduct rules:

- a) No employee shall, at any time, indulge in maligning authorities or falsely implicating the superiors or Institution/College management or members of the staff.
- b) All teaching/ non-teaching staff should be present at the commencement of the Institution every day before 9:45AM
- c) Late attendance of half an hour for two days in the month shall entail forfeiture of a day's salary/wages.
- d) Any employee who was observed to be continues late for one week is liable for Disciplinary action.
- e) No employee should the institution misuse the facilities provided by the institution
- f) No employees are permitted to accept gifts in cash or kind from visitors, parents of the students contractors, businessmen or any other party connected with the academic activities of the institution.


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- g) No employee shall tamper or cause to be tampered with the records or registers or notices of the institution. Over writing and signing over the cross (X) mark will also considered as tampering of Record.
- h) No employee shall disturb the harmony and peaceful atmosphere of the institution by demonstration, shouting, speak loudly in any fashion whatsoever, or indulge in an act which is prejudicial to the interest of teaching or peaceful working of the institution.
- i) No employee shall indulge in quarrels, cross-talking, abuses, fights, violence or any other disorderly or indecent behavior on the premises of the institution.
- j) No employee, while on the premises, shall never behavior detrimental to the security of the institution or persons.
- k) No employee shall indulge in or encourage, any form of malpractice connected with examination or any other social activities; be negligent in or late in correcting class work or home work done by students, inflict corporal punishment on a student.
- l) No employee, while marked present in the Institute, shall absent and himself, except with prior permission of the principal/HOD from the class or duty.

Misconduct

The following acts of omission or commission shall be treated as misconduct on the part of an employee.

1. Late attendance or absence from the duty without intimation or without permission,
2. Leaving the Institution during working hours without prior permission
3. Neglect or Laziness, inefficiency or careless towards the duty or allocated work.


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4. Obtaining leave or attempting to obtain leave on false pretences/ reasons.
5. Refusal to accept, receive or take delivery of notice or letter or any communication from the College Authorities.
6. Improper or discourteous behaviour towards others, shouting, speaking loudly or making a nuisance / noise on the college premises etc.
7. Regular late attendance or absence regularly from duty without intimation or without prior permission from the Principal /HOD / Section.
8. Unauthorized use of institutional facilities for personal gain.
9. Sleeping while on duty,
10. Engaging in private work or trade within the College premises or engaging in the same or a different profession.
11. Failure to observe safety instructions or failure to make use of safety devices provided by the management or failure to take preventive measures.
12. Failure to report the loss of tools or materials entrusted to him in the performance of duties or failure to account for the same.
13. Failure to report any ragging cases seen by the employee in or outside the college premises.
14. Using indecent language or making false allegations against co-employees or others, speaking in an abusive manner to superiors or others.
15. Unauthorized use of the name, address, telephone or any other description of the institution.
16. Theft, fraud or dishonesty in connection with the business or property of the institution or of other employees, or Visitors to the institution


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17. Tampering with the records or attendance registers of the institution.
18. Disclosing any information to an unauthorized person, without written permission of the College Authority,
19. Soliciting, demanding, collecting or canvassing of money for his/her services from students or parents.
20. Preaching, carrying on or canvassing for religious or political activity on the premises, in any manner whatsoever, of the College Authority. Without the prior permission

Imposition of Penalties:-

Minor Punishments:-

- i) Censure (excusing the employee and keeping a record of excused
- ii) Warning an employee in written with acknowledgement.
- iii) Recovery of cost of damage from default employee.
- iv) With holding an annual increment or with holding promotion to the next higher grade.

Major Punishments:-

- i) Reduction to a lower post or Lower grade or to a lower pay scale.
- ii) Compulsory retirement or compulsory resignation.
- iii) Removal from service (which does not disqualify the employee from being considered for future employment in other institutions
- iv) Dismissal from service (which debars the employee from future employment in any capacity in other institutions


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H.R. POLICY DOCUMENT

APPOINTMENTS & SERVICE MATTERS

Classification of Employee: - Employees can be classified as:

Permanent Employee: Means one who has been appointed in a substantive capacity on a permanent post and treated as permanent after the successful completion of the probationary period of two years without absent.

A Probationary Employee: Means one who is on probation period of two years for all Academic Staff.

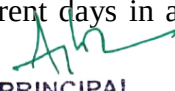
Contract Employee: Means an employee who has been employed for a particular job under the terms of contract of employment / appointment which automatically ceases after the expiry of period or completion of job.

Casual Employee: Means one who has been engaged on an occasional nature of job/post. On day-to-day basis.

Intermittent Service: All faculty & staff working in day time with an interval of Minimum 30 minute's duration are called Academic or Intermittent Service and they will avail weekly rest on Sunday, Example: -All Teaching & Non-Teaching Staff

Continues Service: A Staff member who will WORK continually in shifts Intermittent Service and they will avail weekly rest on Sunday. Example: -All Teaching & Non-Teaching Staff.

Continues Service: A Staff member who will work continually in shifts without interval is called as Continuous service staff and they will avail rest on different days in a week. They


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will available in institution duty in shift for 24 hours in day. Example:-Hostel Wardens & House Keeping Supervisor etc.

Appointments:-

Source of Manpower: For recruitment purpose, the following methods for recruitment may be followed.

- i) Inviting Applications through Open advertisement in leading Newspaper,
- ii) Selected through Walk-in-Interview by open advertisement.
- iii) Referrals in case of emergency,

Appointing Authority- is the Management. The Secretary who have the powers for appointment for a particular category of employment.

- i) All appointments to any categories of post shall be made by appointing Authority on. The recommendation of the selection committee constituted by competent authority.
- ii) Qualification and experience for the appointment of teaching staff, AICTE norms wherever applicable shall be followed.

Selections & Joining: -Every applicant for employment as teaching faculty is required to fill up and sign the prescribed/Bio-data information form and undergo:

- i). A test interview of proficiency in the job he seeks for the manner considered if necessary, for the purpose,
- ii) The applicant should present a demo on the technical or on the subject of the concerned field before Selection Committee.
- iii) Every person appointed must sign on the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rules of the College


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- iv) Appointments shall be subject to prior submission of original certificates of governing his/her employment.
- v) The services of any employee on probation may be terminated without assigning any reason whatsoever
- vi) An employee may resign for his services in the college even after his confirmation by giving one month notice in advance or by paying an amount equal to one month salary in lieu of notice period provided there are no dues outstanding against the employee.
- vii) HOD's/Section In-charges will circulated the Service & Conduct Rules to satisfy after appointment and it is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution.

Increments, Promotions and Resignations:-

Performance, Self Appraisal, and Review Process: Performance Self Appraisals shall be done for all the teaching staff members of the Institution. The self appraisal will be concurred by the immediate Head of the Department, Head of the Institution and will be considered at the next level evaluation.

Grant of Increment:- Increment of any members of staff. Teaching or non teaching will depend upon the performance of his working ability satisfaction he/she gives to the management in discharge of his duties which include teaching feedback, regular in attendance. Self appraisal and his contribution to growth of the dept. or organization etc.

Promotion

- i) the faculty up gradation shall be considered strictly as per AICTE norms.

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ii) Up gradation of other staff will not necessarily depend solely on seniority.

The following factors will also be taken into account:

- a) Past performance record
- b) Potential for higher responsibilities
- c) Punctuality and good conduct in Chu institution premises
- d) Requirement of those particular categories of staff member.

Demotion: A demotion is defined as a re-assignment from one position to another position at a lower pay grade or lower salary range. A demotion can also be defined as a re- assignment of duties to a lower level of pay or responsibility even if there is no change in the employee's job or title or position. Demotions may occur if work is eliminated or abolishes or re- organized disciplinary action or if a staff member is unable to perform the work satisfactorily.

Resignations, Retirements and Terminations:-

A) Resignations:-

- a) An employee, desirous of leaving the institution, shall give one month advance notice or pay back one-month salary in lieu of notice period to the institution before leaving.
- b) Notwithstanding what is stated above, the management reserves its right to refuse or to accept the resignation of an employee when disciplinary proceedings are pending against him for any such reason

B) Retirement:-All employees (except Principal) would superannuate normally on attaining the age of 70 (seventy) years. However, in exceptional cases, the service can be extended and hired of decided by the appointing authority and or as per norms of the AICTE.


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Termination of Service

- i). The Management reserves the right to terminate the service of an employee by giving one month notice in writing without assigning any reason whatsoever or by paying one month pay to the employee for the equivalent period in lieu thereof as agreed upon.
- ii). The Management shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of organization


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LEAVE RULES

Introduction: - Leave Rules shall mean Casual Leave, Special CL, Medical Leave, Maternity Leave, Paternity Leave, Earned Leave, Leave on Loss of Pay. These Leave rules come in force with effect from the date of circulation of these rules. These Rules shall apply only & to all the permanent & probationary employees of the Unity College of Pharmacy (UCP), Raigir, but not to contract or casual employee.

Leave Procedure:-

- i) Leave shall be granted in advance accordance with the format prescribed for that leave.
- ii) Leave cannot be claimed by any employee as a matter of right.
- iii) For purpose of Leave, Leave year shall be reckoned for calendar year i.e. from January 01 to December 31 of every year.
- iv) Leave application shall be submitted in the prescribed form to the Head of the Department who will forward to the principal and all HODs will submit the leave applications to the Principal/Dean/ Director for sanction in advance every day in the morning.
- v) The leave Application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing of the leave.
- vi) A record of all sanctioned leave shall be maintained in the Establishment section of Admin office.
- vii) An employee who is placed under suspension during the enquiry shall not be granted leave.


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viii) Employee on probation period of two years will be granted casual leave day (One day) for completion of one month's work.

ix) No leave will be sanctioned on telephone except in case of CL's in emergency circumstances/sudden illness etc. All leaves shall however be regularized in writing immediately.

DUTIES & JOB RESPONSIBILITIES

Holidays & Festivals

- i) The working days of the Institutions shall be from Monday to Saturday, The Institutions shall observe a minimum of 90 working days per semester whilst means at least 180 working days during an academic year. However, special classes / additional working days may be arranged, and when, need arises.
- ii) Festival holidays of the Institutions shall be as per holiday's schedule of JNTUH calendar.

Duties and Responsibilities of Administrative Officer

- 1. He has to coordinate all the activities of the college in consultation with Principal/Director
- 2. All the non-teaching staff are under Administrative Officer control
- 3. He should allot the duties to all the Administrative staff in consultation with the Principal/Director and monitor their day to day work.
- 4. He has to monitor and update list of employees and their personal files (both teaching and non teaching)
- 5. Should recommend the leaves and vacation for administrative and ministerial staff
- 6. Monitoring the leave records of the staff


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7. He should connect with the parents, students, department staff and their administrative problems.
8. He should take care of the assets of the Institute, He should see that the assets are properly safe guarded.
9. He shall dispose of routine correspondence not involving policy matters.
10. Monitoring the issue of stationary and maintenance of concerned records.
11. He shall be the custodian of the original certificates of all staff members.
12. He shall plan and procure the requirements for the college and departments in consultation with department heads and Principal/Director.

Duties of Accounts and Audit Sections:

1. Preparation of Budget Estimates and Reserved Estimates.
2. Maintenance of contingent registers
3. Maintenance Cash books
4. Payment of Salaries.
5. Re-conciliation of expenditure and receipts every month with banks
6. Fee Collection watch register
7. Safe Custody of Security Bonds, Title Deeds, Lease Deeds, E.M.Ds, D.Ds, Cheques etc.,
8. Collection of all fees from the students and Remittance into related accounts.
9. Remittance of fee payable to University Affiliation, Registration and Fee remittable towards "other Services
10. Shall return the deposits to the students at time leaving the institution


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Duties of HOD's

- To ensure smooth functioning of his department
- Conduct of class work and adjustment of staff in case leaves.
- To arrange required equipment and other Instruction materials in the Laboratories.
- To assign the Lab In-charges in the department.
- Arranging guest lecturers / Seminars/ adjunct faculty.
- To see the completion of syllabus as per the university Academic, calendar.
- Maintenance of staff & student's attendance records in the Department
- To Guide teaching faculty and nonteaching staff in the department.
- Conducting internal and external lab exams.
- To analyze the results of students and take improvement measures.

Teaching Faculty/ Lab in charges

- To conduct lectures and Lab Experiments' as per the time tables.
- Maintain the class attendance Registers.
- Maintenance of lab equipment and stock registers.
- Prepare and issue lab manuals for experiments practical's to the Students.
- To guide the students in organizing seminars.
- To guide students in mini main project work.
- Student counseling and contacting the Parents as class In charge.
- To ensure the completion of syllabus in time.
- To attend any other duty assigned by the HOD / Principal time to time.

Non teaching/Supporting Staff


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- To assist the Faculty and HOD of the concerned department.
- Guiding the students in the laboratory in conducting the practical's/experiments.
- To handle and maintain the stock registers in the labs.
- To assist the Lab in charges
- To maintain the Lab equipment in good condition.
- To issue & maintain the Lab manual in the lab's..

In-charge Examination Cell

- Constant pursue with examination portal of JNTUH.
- Smooth conduct of internal/external examinations & submission of sealed answer scripts to University.
- To drive the Examination schedules of External labs & mid terms.
- Analyzing of Results of Semester exams.
- Collecting Exam stationery in time.
- Maintaining academic schedules connected with Examinations.

Library In charge

- Procurement and stocking of all text books & reference books.
- Documentation and Monitoring of library and Information centre.
- Issue and receiving of books to from the students.
- To maintain the Journals and Periodicals.
- Display of all important notifications and Opportunities in Notice Board.

Duties of Staff members

- To conduct on campus interviews in college premises/off campus Interviews.



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- To develop continuous rapport with industries/ Companies for Interaction of the students.
- Provide short term training courses to the students.
- To pursue the higher education opportunities to students.
- To arrange a seminars/Counseling on educational opportunities.
- To motivate/guide the students to improve their soft skills to attend Interviews.
- Collecting and maintaining student data base and organize Alumni

Duties of Class In charges or Class Teachers:

1. To guide the students about rules of attendance (general), Industrial Visits, sports, etc.
4. The attendance of the students who have less than 75% must be sent to the parents by post.
5. Internal marks of all the students should be sent to the parents..
7. Answer student queries and grievances.
8. Meeting the parents of students, especially defaulters.
9. To inform the HOD about making alternate arrangement for lectures and practical when a faculty is absent.
10. To coordinate with the Attendance Committee of the department to update attendance
11. To collect information regarding slow learners from the subject teachers and arrange remedial classes, counseling sessions in consultation with the HOD.
12. Identify good students and motivate them to excel.
13. Update data regarding students' achievements in academics, sports, extracurricular activities etc.


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Academic and R&D activities of the Department.

1. To arrange guest lectures, preferably in specialization related to the department with a view to widen the horizons of knowledge. Prepare a list of eminent academicians who could be invited to deliver guest lectures,
2. To organize conferences/ seminars/workshops/FDPs periodically
3. To monitor students' development and problems through Feedback and counseling.
4. To motivate and encourage the faculty to take up.

R&D and Academic Projects

1. Publication of Newsletters
2. Organizing & coordinating consultancy service
3. Testing/repair services of instruments and equipment
4. Industry institution interaction
5. Dissemination of knowledge through guest lecturers
6. Preparation of project proposals for funding
7. To provide the required information to the Principal/Director from time to time
8. To nominate the senior most faculty as in-charge head in his/her absence
9. Any other duty as assigned by the Principal/Director

EVALUATION OF FACULTY FEED-BACK

Performance/Teaching:

Feed-back on Faculty teaching is assessed in the following responsibilities of the three stages and the faculty with the poor feedback will be given opportunity for able in improvement of teaching ability before terminating the services. Knowledge.

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Monthly Feedback from the Students :- Subject-wise students 'feed-back' on the guest lectures, teaching of Faculty members will be assessed in any week of the month during the /workshops/instructions period directly in the class review meetings in presence of HOD & Class and problem. Representatives of Each class. Improvement areas required, if any, will be notified to the faculty to take faculty concerned.

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